



AGENDA
City of Gig Harbor Design Review Board
Virtual Meeting of June 9, 2022 at 5:00 pm

Design Review Board Members and staff will be participating in this meeting remotely via Zoom. Members of the public are encouraged to view and comment during the meeting using the Zoom platform at: <https://us06web.zoom.us/j/89568206345> or by calling (253) 215- 8782 and entering Meeting ID 895 6820 6345.

- I. **Call to Order:**
- II. **Roll call:**
- III. **Approval of Minutes:**
- IV. **Agenda Items for Formal Review**
 - a. Announcement of Application
 - b. Open Public Meeting Announcement
 - c. Appearance of Fairness Issues
 - d. Staff Report
 - e. Applicant Introduction and Presentation
 - f. Public Comment (See Assistance Memo)
 - g. Discussion and Voting
1. **Chair Elections**
2. **OPMA Update from City Clerk, Josh Stecker**
3. **[Jeanne Ratcliffe-Gagliano –7713 Pioneer Way, Suite 1, Gig Harbor, WA 98335](#); NAMES RESIDENCE: SIDING & WINDOWS: (PL-DR-22-0026)**

Application for Alternative design review to bring non-permitted work on an existing building into compliance. The site is located at 3404 Ross Avenue, site is located on Ross Avenue, approximately 115 feet east of intersection with Dorotich Drive. Section 05 Township 21 Range 02. Parcel Number 597000057
- V. **Upcoming Meetings**
- VI. **Adjourn**

PUBLIC COMMENT & DECORUM

Commenters will be allotted 3 minutes per individual, unless revised by the Chair. In-person comments shall be made from the microphone, first giving the speaker's name and address. When there are 30 seconds remaining, staff will alert you to summarize your comments. At the end of your comments, staff will notify you it has come to the end of your comment period. Anyone making "out of order" comments may be subject to removal from the meeting.

Public comment may be made remotely via Zoom or by phone during designated portions of the meeting. To speak during the meeting, press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Please refrain from raising your hand until the Chair has announced that the Board has opened the public comment portion of the meeting. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press *6 to unmute yourself. All speakers will have up to three minutes to speak.

All remarks shall be addressed to the Board as a body and not to any specific Board Member. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any Board Member, the Chair, or any member of the staff or the public.

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding a public meeting, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS ADA accommodations can be provided upon request. Those requiring special accommodations should contact the City Clerk at cityclerk@gigharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.



DRAFT Minutes
City of Gig Harbor Design Review Board
Virtual Meeting of February 24, 2022, at 5:00 pm

- I. **Call to Order:** 5:01
- II. **Roll call:** Board Members – Darrin Filand, Larry Bradbury & Marlene Druker
Staff- Jeremy Hammar, Associate Planner & Michelle Thomas Planning Technician
- III. **Approval of Minutes:** [December 9, 2021](#) Motion Druker/Bradbury all in favor
minutes approved as written
- IV. **Agenda Items for Formal Review**
ARCO/Murray, Rachel Husting, 999 18th Street Suite 2100 Denver, CO 80202: [Coffee Shoppe & Car Wash](#) - (PL-DR-22-0007) This public meeting is for a pre-application review before the City of Gig Harbor Design Review Board (DRB). The applicant is requesting review of a proposal to construct a car wash facility and drive-through coffee shop on a site presently developed with a gas station and convenience store.
5115 Olympic Drive., Assessor's Parcel Number: 0221173081
 - a. Staff Report – Project summary given by Jeremy Hammar
 - b. Applicant Presentation – Rachel Husting – ARCO Murray Design & GM
 - c. Public Comment – None present
 - d. DRB Discussion
- V. **Agenda Items for Formal Review** March 10, 2022 Cancelled
- VI. **Adjourn** Motion Filand/Druker all in favor meeting adjourned at 5:50



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
STAFF REPORT**

TO: Design Review Board
FROM: Planning Staff – Jeremy Hammar, Associate Planner
DATE: June 2, 2022

RE: Names Residence: Siding and Windows (PL-DR-22-0026)
Public Meeting Date: June 9, 2022

I. GENERAL INFORMATION

- A. Owner:** Kapiolani Names
3404 Ross Ave
Gig Harbor, WA 98335
- B. Agent:** Jeanne Ratcliffe-Gagliano
7713 Pioneer Way, Suite 1
Gig Harbor, WA 98335

II. PROJECT DESCRIPTION

III. SITE DESCRIPTION

- A. Location:** 3404 Ross Ave., Sec 05, Tw 21, R 02 Qtr 33.
Assessor's Parcel Number: 5970000572
- B. Site Area/Acreage:** 0.14 acres
- C. Existing Site Characteristics:**
- 1. Topography:** The site slopes down slightly from the Southwest towards Ross Ave
 - 2. Vegetation:** The site contains landscaped areas along the front and rear of the property. Much of the site is covered by asphalt and buildings

3. **Wetlands and Critical Areas:** There are no mapped critical areas on site.

D. Zoning:

1. **Subject parcel:** R-1 – Single-Family Residential
2. **Adjacent zoning and current use:**
 - a. **North:** R-1 – Single-Family Residence
 - b. **East:** R-1 – Single-Family Residence
 - c. **South:** R-1 – Single-Family Residence
 - d. **West:** R-1 – Single-Family Residence

- E. Road Access/Utilities:** The site is accessed from Ross Avenue. The City provides sewer and water service.

IV. PERTINENT DESIGN REVIEW POLICIES

- A. Comprehensive Plan:** The site is designated as Single-Family Residential. The Community Design Element is directly applicable (pgs. 4-1 – 4-19) while other elements are indirectly applicable.
- B. Gig Harbor Municipal Code:** The subject parcel is zoned General Commercial District (R-1). Chapter 17.16 GHMC contains development and performance standards for this district.
- C. Design Manual:** The Design Review process is outlined in chapter 17.98 GHMC. Section 17.98.055 outlines the process for review of projects by the Design Review Board (DRB). This section states that after a public meeting, the DRB will make a recommendation to the decision maker for approval or denial of the application.

The DRB shall review an application which does not strictly conform to the specific requirements of the Design Manual under the following criteria: a) whether the alternative design represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying specific requirements; and b) whether the alternative design meets the intent of the general requirements of the Design Manual.

To best determine the general requirement's intent, the DRB shall consider the specific requirements as appropriate examples of compliance. General requirements include all bold and underlined text in the Design Manual. Specific standards include the more detailed text, which immediately follows the general requirement.

V. BACKGROUND INFORMATION

The subject site was part of the area incorporated as City of Gig Harbor in 1946. The site is bordered by Residential development on all sides.

According to the County Assessor, the existing home on-site was constructed in 1976.

VI. REQUESTED DRB REVIEW AND ANALYSIS

The applicant has requested that the following item be reviewed by the DRB. See Exhibits A and B of this staff report for the project agent's narrative and plans, respectively, discussing the proposed design. Planning staff has reviewed the materials submitted as Exhibits A and B to this staff report and makes the following analysis, findings and recommendations on the specified Design Manual requirement.

Article IV. Architecture

A. 17.99.530 Window design – Historic district.

The following standards are applicable to all development within the historic district

- A. Maintain balance in the placement of windows.
- B. Conform to solid/void ratio requirements
- C. Use window of Gig Harbor's historic structure.
- D. Use double-hung, casement or fixed windows.
- E. Develop and maintain vertical window pattern.
- F. Group vertical windows for wider openings.
- G. Use irregular-shaped windows sparingly.
- H. Use windows with traditional frame depth and shadow lines.
- I. Wrap windows in a traditional manner.

Applicant's Request: The front façade of the building is about 25' from the front property line. There is an existing carport in front of the existing home, which when viewed from the street, blocks the entire view of the windows from the north side, and when viewed from the street, the carport blocks about 30 square feet of the front façade.

As installed, the existing windows constitute 20.4% of the front wall façade. If the trim is included in the calculation, the windows plus trim constitutes 28.7% of the front wall façade. With the addition of a proposed stone-block planter, with a minimum 12" height by 19' 0" long dimension, at the base of the wall plane, the window-trim-planter portion of the façade up would then constitute 40.1% of the front wall façade.

The addition of the stone planter, in addition to the windows and trim, would be a superior design solution than just the windows and siding alone.

Staff Analysis: The windows included in this proposal were installed to replace existing windows on the façade that complied with the solid/void requirements specified in GHMC 17.99.530(B). A photograph of the previous façade has been included with this staff report as Exhibit C.

The proposal does not meet the requirements necessary to utilize the masonry façade option described in GHMC 17.99.420(B) that is offered as an option to conform with GHMC 17.99.530(B). Code specifies that the masonry façade option may not be used on facades facing and within 50 feet of the street or street right-of-way providing primary access to a site.

The applicant has proposed the addition stone-block planter at the base of the façade in addition to the windows. Staff finds that the proposed planter along with the window design provides a more attractive overall option than what previously existed on site. Staff finds that the proposal compliments the existing character found in the historic district.

If the Design Review Board agrees with the analysis above, staff suggests the DRB make the following findings and recommendation:

Findings: The DRB finds that the proposed design alternative meets the intent of the general requirement of GHMC 17.99.530 and represents an equivalent or superior design solution to what would otherwise be achieved by rigidly applying the specific requirements of GHMC 17.99.530.

Recommendation: The Design Review Board recommends the decision maker accept the proposed design alternative as compliant with the criteria of approval for an alternative design request set forth in GHMC 17.98.055(A).

VII. PUBLIC NOTICE

Legal notice of the meeting was published in The News Tribune and posted on the subject site by June 2, 2022. In addition, notice was mailed to all property owners within 300 feet of the subject site on April 26, 2022. As of the date of this

report, staff has received no public comments in response to the public meeting notice.

Project Planner: Jeremy Hammar, Associate Planner

Date: June 2, 2022

cc: Owner/Applicant, Agent

The following documents pertinent to your review are enclosed:

- A. Applicant's Design Review Narrative, prepared by O. Jeanne Ratcliffe-Gagliano of Gatcliffe Gagliano Commercial and Residential Architecture., dated March 30, 2022
- B. Applicant's Design Review Plans, prepared by O. Jeanne Ratcliffe-Gagliano of Gatcliffe Gagliano Commercial and Residential Architecture., dated March 30, 2022
- C. Street view of subject property.

**RECEIVED**

By MThomas City of Gig Harbor at 12:29 pm, Mar 30, 2022

RATCLIFFE GAGLIANO
COMMERCIAL AND RESIDENTIAL ARCHITECTURE7713 Pioneer Way, Suite 1, Gig Harbor WA 98335
253.858.7760www.rg-arc.com
jeanne@rg-arc.com

March 30, 2022

Community Development Department
City of Gig Harbor
3510 Grandview St
Gig Harbor, WA 98335

Names Residence: Siding & Windows | PL-DR-22-0026

Design Review Board 06.09.2022

Exhibit A

Re: Alternate Design Review Narrative: Front Façade: Windows and Trim
Names Residence
3404 Ross Ave, Gig Harbor, WA

Dear Planner,

History:

The existing single-family residence was built in 1976, well before the city's design manual was codified, and well after the 1950's Millville homes that the historic district section of the manual refers to as the desired style of home in that neighborhood, including on Ross Ave.

In 2019, the previous owner purchased the property, and made some upgrades to the carport, for which they applied for and received a building permit. However, they also went ahead and replaced the front windows and exterior siding on the main house structure, but without consultation with the city. Consequently, when the exterior upgrades were noticed in a site inspection for the carport, the window and trim changes that had been made to the front façade were flagged as a code violation.

In December, 2020, Kapiolani Names, the current owner, purchased the property. At that time, the previous owner had been given 6 months to complete the permitting and approvals with the city for the installed windows; however, in June 2021, the previous owner did not complete this process, and it has been left to Ms. Names to resolve this outstanding violation.

Design Review Narrative:

A detailed Power Point presentation is included with these application materials, which describes how the existing windows and trim provide a superior Alternative Design Solution than what would be allowed with strict conformance to the Design Manual.

17.99.530 Window design – Historic district**B. Conform to solid/void ratio requirements.**

Generally, windows and doors shall constitute 25-30 percent of prominent façade wall planes. In situations where this is not practical, the masonry façade option described in GHMC 17.99.420 (B) may be considered.

The front façade of the building is about 25' from the front property line. There is an existing carport in front of the existing home, which when viewed from the street, blocks the entire view of the windows

from the north side, and when viewed from the street, the carport blocks about 30 sf of the front façade.

As installed, the existing windows constitute 20.4% of the front wall façade. If the trim is included in the calculation, the windows plus trim constitutes 28.7% of the front wall façade.

With the addition of a proposed stone-block planter, with a minimum 12" height by 19'-0" long dimension, at the base of the wall plane, the window-trim-planter portion of the façade up would then constitute 40.1% of the front wall façade.

The addition of the stone planter, in addition to the windows and trim, would be a superior design solution than just the windows and siding alone.

C. Use window muntins representative of Gig Harbor's historic structures.

*Small-paned colonial windows are not indigenous to Northwest architecture and are prohibited in the historic district. Acceptable window patterns for single-or double-hung windows include one-over-one, two-over-two, or four-over four. **Multiple-paned sashes over single-paned sashes are also appropriate. Similar grid patterns may be used on casement, slider or fixed-sash windows.** On structures built prior to 1950, windows must be true divided light windows. On all other structures, artificial muntins may be used, provided they are the wider contoured grids as opposed to the narrow flat grids. Single-paned sashes without muntins (e.g., one-over-one) are always appropriate and are preferred over the use of artificial grids – particularly if window sections are divided by mullions of two inches or more.*

As installed, the windows have a multiple 6 -paned over single-paned single hung configuration which is allowed outright. The muntins have contoured beveled edges. This design meets the intent of the manual, which we believe meets the manual prescriptively, but is included here in the case that staff determines that it would need Design Review Board approval.

K. Wrap windows in a traditional manner.

To provide additional detail and dimension to the window design, windows on prominent facades shall be wrapped with minimum five-fourths -by-four-inch trim. Projecting windowsills and aprons are encouraged. This requirement does not apply to windows surrounded by masonry siding.

As installed, on each side of the single-hung, two-window grouping, is 5/4 x 4 nominally dimensioned vertical trim. There are several layers of projecting trim, and shadow lines, for a total overall 5-5/8" trim width above the window grouping; and a projected apron with trim combination for a total overall 5" trim width below the window grouping.

Since the installed trim both above and below the windows has more projections and shadow lines, and has an overall greater width than the recommended 5/4 x 4 basic trim package, the installed window design is a superior design solution than what would be approved prescriptively.

Thank you for your consideration,

Sincerely



O. Jeanne Ratcliffe-Gagliano
Architect

Cc: Kapiolani Names

Names Residence: Windows and Trim

3404 Ross Ave
Gig Harbor, Wa

City of Gig Harbor
Design Review Board Meeting

Submittal Date: 03.28.2022

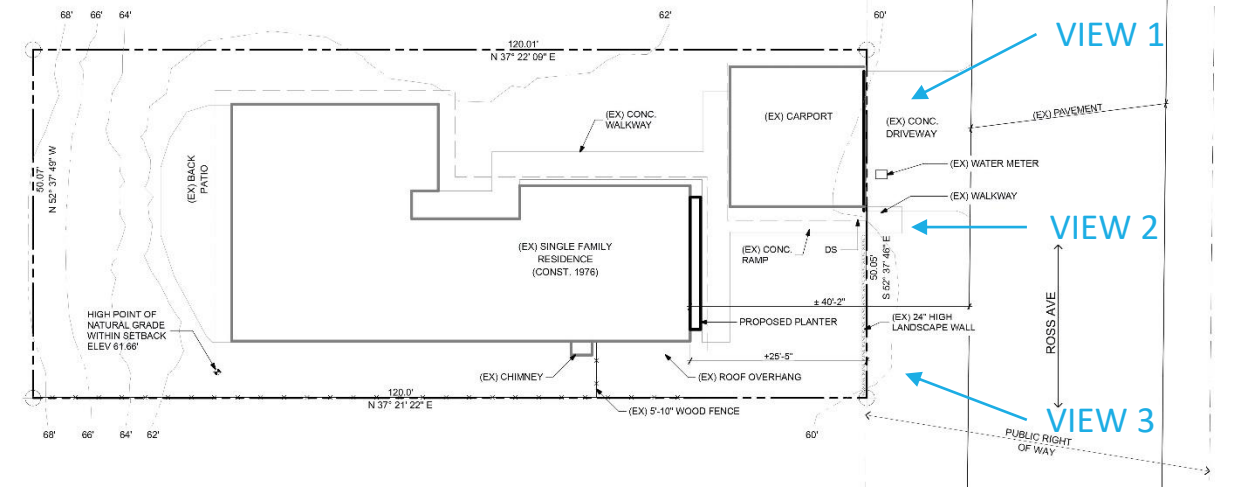
Names Residence: Siding & Windows | PL-DR-22-0026

Design Review Board 06.09.2022

Exhibit B

RECEIVED

By MThomas City of Gig Harbor at 12:30 pm, Mar 30, 2022



Site plan of existing site with proposed planter



View 1 – Existing front façade



View 2 – Existing front façade

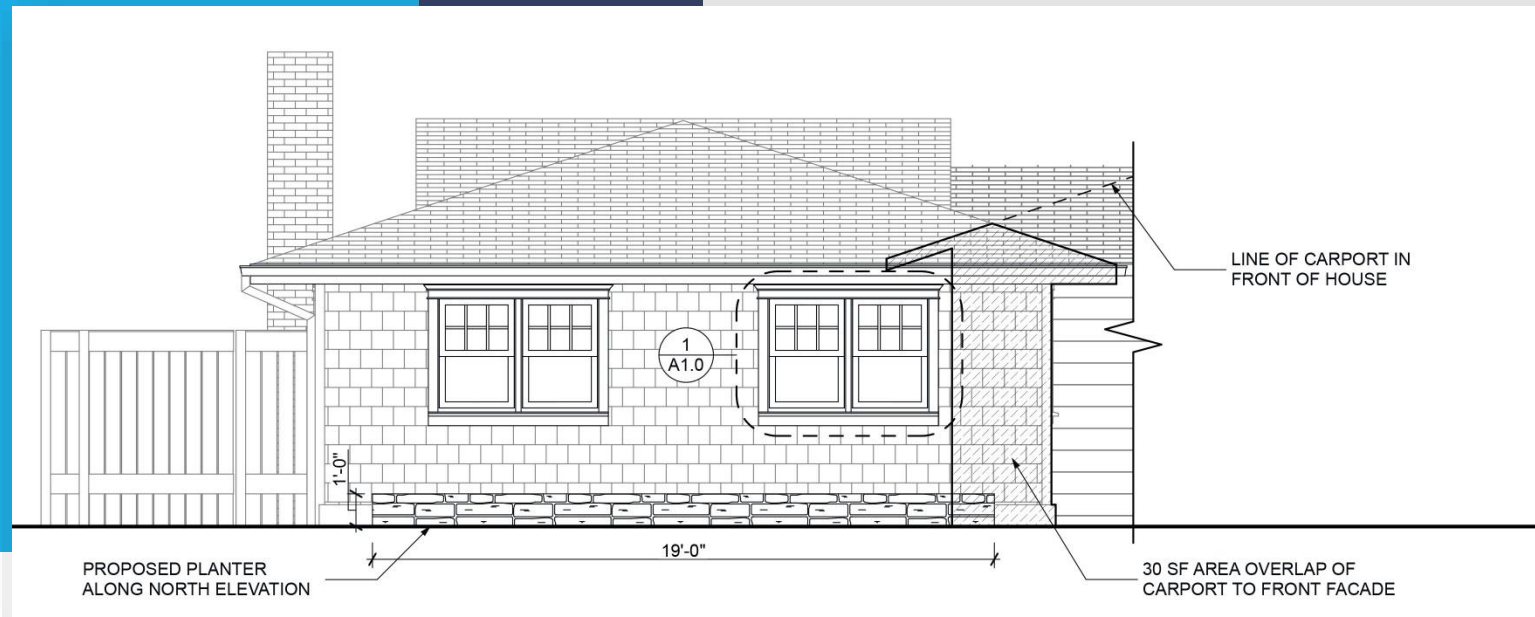


View 3 – Existing front façade

Design Review Board Agenda

Seeking Design Review Board approval for superior design solutions to the following sections of the Gig Harbor Design Manual

- **17.99.530** - *Window Design – Historic District*
 - **17.99.530.B** - *Confirm to Solid/Void Ratio Requirements*
 - **17.99.530.C** - *Use window muntins representative of Gig Harbor's historic structures*
 - **17.99.530.K** - *Wrap windows in a traditional manner*



Proposed elevation with stone planter box added



Angled view of existing façade from street



Rendered view of current façade and proposed planter box

- **17.99.530.B – Conform to solid/void ratio requirements**

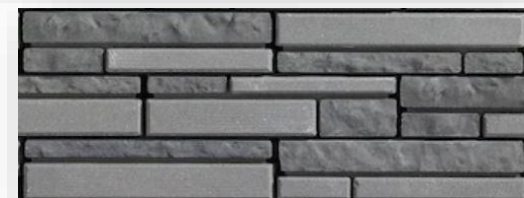
- *Generally, windows and doors shall constitute 25 to 30 percent of prominent facade wall planes. In situations where this is not practical, the masonry facade option described in GHMC 17.99.420(B) may be considered.*

Existing installed windows = 34 sf/167 sf wall plane:
20.4% of front wall facade

Existing installed windows and trim = 48 sf/167 sf wall plane
28.7% of front wall facade

Proposed planter box + window and trim = 67 sf/167 sf wall plane
40.1% of front wall facade

Proposed planter to be constructed using 4x16 Belgard® Bluff Wall or similar product





Photos of existing installed windows

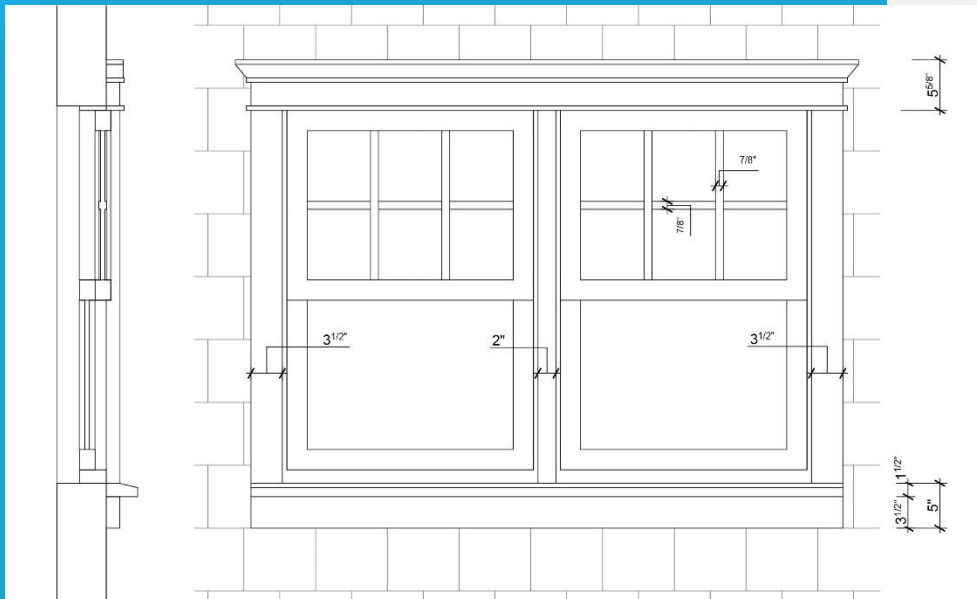
- Installed windows have (6) panes in the top sash, and none in the bottom sash
- Window muntins beveled, contoured and are less than 2" wide



17.99.530.C – USE WINDOW MUNTINS REPRESENTATIVE OF GIG HARBOR'S HISTORIC STRUCTURES

Small-paned colonial windows are not indigenous to Northwest architecture and are prohibited in the historic district. Acceptable window patterns for single- or double-hung windows include one-over-one, two-over-two, or four-over-four.

Multiple-paned sashes over single-paned sashes are also appropriate. Similar grid patterns may be used on casement, slider or fixed-sash windows. On structures built prior to 1950, windows must be true divided light windows. ***On all other structures, artificial muntins may be used, provided they are the wider contoured grids as opposed to the narrow flat grids.*** Single-paned sashes without muntins (e.g., one-over-one) are always appropriate and are preferred over the use of artificial grids – particularly if window sections are divided by mullions of two inches or more.



Elevation and section of installed window and trim



Photos of existing installed grids and trim

- **17.99.530.K – Wrap windows in a traditional manner**
- *To provide additional detail and dimension to the window design, all windows on prominent facades shall be wrapped with minimum five-fourths-by-four-inch trim. Projecting windowsills and aprons are encouraged. This requirement does not apply to windows surrounded by masonry siding.*

Installed trim around the windows meets the intent and is a superior solution to what would be allowed prescriptively.

- Trim installed along vertical sides of each two-window grouping is nominal size 5/4"x4" trim (actual size is 1 1/8 " x 3 1/2")
- Trim installed at top of window grouping is 5 5/8" deep with several shadow lines.
- Trim installed at bottom of window grouping includes an apron above the trim, and is 5" deep



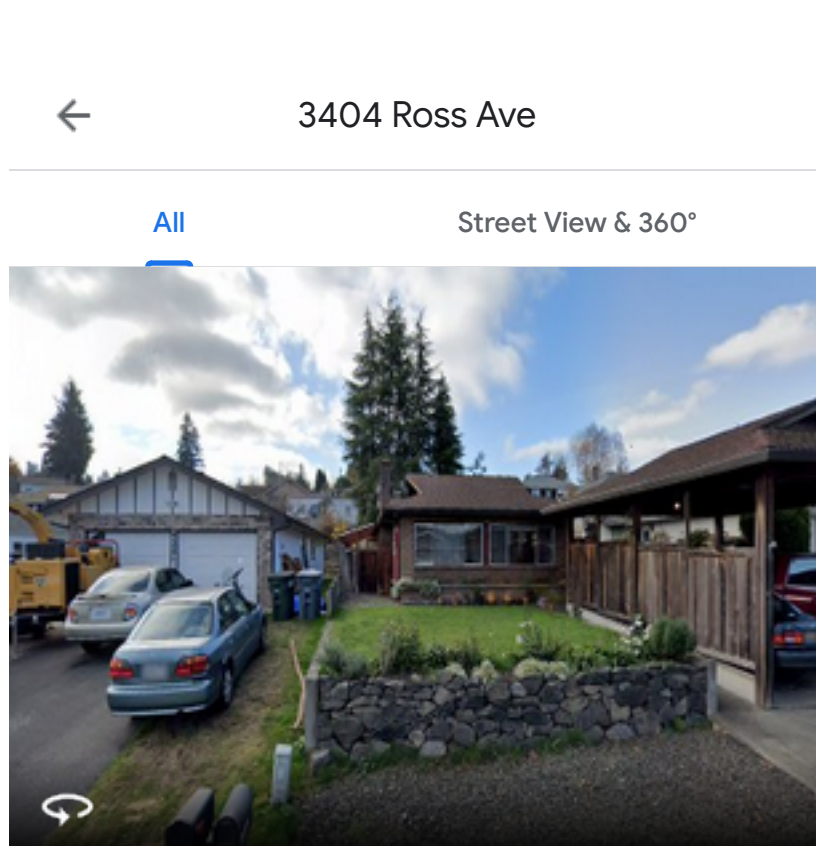
Rendered image of proposed facade

Summary of Superior Design items that meet the intent of the Design Manual for DRB's recommended approval

17.99.530.B - Conform to Solid/Void Ratio Requirements

17.99.530.C - Use window muntins representative of Gig Harbor's historic structures

17.99.530.K - Wrap windows in a traditional manner



Names Residence: Siding & Windows | PL-DR-22-0026

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Exhibit C

